



Wichita Police Department Policy Manual

Approved by: _____

Policy 208 - Honor Guard

Page 1 of 2

Maintained by:
Special Operations

Issue/Rev.: R 2-27-2012

- 208.01 R The Wichita Police Department's Honor Guard shall consist of fourteen (14) police officers who volunteer to serve, as required, for various Honor Guard functions. Twelve (12) of the officers shall be of a rank below lieutenant. All members are appointed by the Chief of Police. Two (2) supervisors, appointed by the Special Operations Bureau Commander will serve as co-commanders of the Honor Guard.
- 208.02 The Honor Guard shall be assigned to the Special Operations Bureau, and will report to the Special Operations Bureau Commander.
- 208.03 The following is a list of activities that the Honor Guard performs:
- A. Attend the funeral of any law enforcement officer who:
 - 1. Is killed in the line of duty within two hundred (200) miles of the City of Wichita;
 - 2. Dies for any other reason within fifty (50) miles of the City;
 - 3. Is a retired WPD officer and dies within fifty (50) miles of the City.
 - B. At least one (1) representative may attend the funeral of a law enforcement officer who is killed in the line of duty at a location which is farther than two hundred (200) miles from Wichita. Whether any members are sent and, if so, how many, will be determined by the Chief of Police.
 - C. The Special Operations Bureau Commander may approve that a contingent:
 - 1. Attend special memorial services within the City;
 - 2. Attend other functions he/she deems appropriate.
- 208.04 The following is a list of activities that members of the Honor Guard may be required to perform:
- A. Stand guard over a casket;
 - B. Fold an American flag and present it to a designated person;
 - C. Provide a twenty-one-gun salute;
 - D. Play taps;
 - E. Escort bereaved family members;
 - F. March in formation;
 - G. Other duties deemed appropriate by the Special Operations Bureau Commander.
- 208.05 The Commander(s) of the Honor Guard shall be responsible for:
- A. Coordinating all activities among the family, funeral home, Special Events Coordinator, Bureau Commanders, and other attending police agencies;
 - B. Notifying other Honor Guard members of impending activation;
 - C. Scheduling meetings and drills;
 - D. Arranging mechanical and logistical support for the unit's activities.
- 208.06 When a need for vehicles arises, the Honor Guard Commander shall request their provision from the Field Services Division Commander, who shall ensure that they are cleaned, inside and out, and fueled before they are released to the Honor Guard.
- 208.07 When an Honor Guard member receives notification of activation, he/she shall immediately inform his/her immediate supervisor, who shall arrange for the member to be relieved of his/her normal duties for the duration of the activation, unless exigent circumstances exist.
- 208.08 Any Honor Guard member who is required to report for Honor Guard duty on his/her day off shall be compensated in accordance with Policy 203-Compensation.

208.09 The Honor Guard uniform and equipment shall be as described in Honor Guard Uniform Regulations.